

**The City of Menomonie
Position Description**

Name: _____ **Department:** Public Works

Title: Public Works Director

Date: October 2022 **Reports To:** Mayor/City Administrator

Purpose of Position

This position ensures that the Mayor, City Council, and City Administrator are continually advised of the status of the service level and budgetary considerations in the specific departments by communicating with the elected and appointed officials about the delivery of city public works services to the community. The Director of Public Works shall be appointed by the Mayor, subject to confirmation by a majority of the Common Council and serve at the pleasure of the Common Council. Compensation for the position shall be determined by that body.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- The Department of Public Works shall be directed by the Public Works Director. This department will be responsible for the field operations of the following departments: Wastewater, Water, Community Services, Solid Waste, Storm Water, Engineering, Airport, Zoning, and Building Inspection. The Director of Public Works shall report to the Mayor and City Administrator on the day to day operations and recommend departmental changes as appropriate.
- The Director of Public Works shall recommend to the City Administrator those for employment for whom the director shall be directly responsible for supervising, including any assistant or clerical personnel in the Director's office. The Director shall work in conjunction with the Superintendents of the Community Services, Water Department, Wastewater Department; and Building Inspection to assist these individuals with questions on the administration of personnel activities and policies in each department.
- Coordinates activities with the Urban Forestry Board, Xcel Energy and the Main Street Committee; works with local service clubs on special projects.
- Supervises municipal garage and the maintenance of City-owned vehicles and equipment. Supervises solid waste disposal operations and activities.
- Develops and administers departmental operations of a municipal Public Works Department ensuring the most desirable operational and policy procedures, work methods and the most efficient utilization of personnel and equipment in providing public services for the municipality.
- Directs and administers current and long range planning for design and construction of public utility facilities, streets and appurtenances, ensuring that such facilities adequately meet the

requirements of the municipality and provide for the health, safety and welfare of its citizens.

- Administers the operation of municipal water treatment and sewage treatment plants, ensuring uninterrupted, safe and sanitary operating condition of the same in accordance with State Department of Natural Resources requirements. Administers a customer metering system and contracts with industrial contributors.
- Directs and administers the maintenance of public streets, sidewalks, trails, City Airport, and appurtenances to assure the safe and serviceable condition of such facilities in the best interests of economy and public relations.
- Responsible for selection and replacement of key personnel, establishing and enforcing personnel policy, ensuring appropriate and continuing educational and safety training programs and administering disciplinary action.
- Administers the recommendation of hires, terminations, salary increases, promotions and is instrumental in grievance procedures and contract interpretation.
- Meets weekly with staff in charge of the above identified departments to review policies, progress and procedures, to assist in solving difficult or unusual problems and to coordinate efforts and activities.
- Establishes and maintains effective working relationships with City officials, employees, contractors, consultants, government officials, utilities and the general public.
- Advises the Mayor, Common Council, various boards and commissions on technical engineering problems.
- Receives complaints and problems from the public and ascertains that they are resolved.
- Prepares, records, and bills special assessments.
- Prepares annual budget for the office of Public Works and budget for Public Works Capital Outlay projects and activities. Performs general oversight for operation budgets for all Public Works divisions.
- Attends City Council and committee meetings as assigned.
- Attends Plan Commission, Airport Commission, Urban Forestry Board and other meetings as assigned.
- Purchases and directs the acquisition of department equipment and property.
- Prepares long-range plans as required by Common Council.
- Coordinates and advises consulting engineers on city, state and federal projects being undertaken by the city.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Answers departmental phones, performs general cleaning duties.
- Approves daily timesheets in the absence of supervisors.
- Performs other duties as assigned or required.

Supervisory Responsibilities

Manages 7 direct supervisors and associated full time employees in the Public Works Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from a college or university of recognized standing with a B.S. degree in Civil Engineering and certification as a Registered Engineer. Experience in municipal government administration, with a minimum of five to seven years supervisory work in the municipal or a related area is required.

Physical and Mental Abilities Required to Perform Essential Job Functions **Language Ability and Interpersonal Communication**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and boards of directors.

Mathematical Ability

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Judgment and Situational Reasoning Ability

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a

variety of abstract and concrete variables.

Certificates, Licenses, Registrations

- Wisconsin registration as a Professional Engineer.
- Valid Wisconsin Driver's License.

Physical Requirements

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions that require exposure to environmental factors such as temperature extremes, smoke, wetness, humidity, electrical currents, lighting and noise extremes, machinery, dusts or pollen. This exposure may cause some discomfort and presents a risk of injury.

The City of Menomonie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date